

CHAPTER 202 DESIGNATE/RENEW DESIGNATED MECHANIC EXAMINER (DME) OR DESIGNATED PARACHUTE RIGGER EXAMINER (DPRE)

Section 1 Background

1. PTRS ACTIVITY CODES

- *Maintenance: 3522/3524*

3. OBJECTIVE. This chapter provides procedures for the issuance, renewal, and cancellation of certificates for Designated Mechanic Examiners (DME) or Designated Parachute Rigger Examiners (DPRE).

5. GENERAL

A. *Authority.* FAR Part 183 provides for Designated Mechanic Examiners and Designated Parachute Rigger Examiners. FAA Order 8610.4, Aviation Mechanic Examiner Handbook, as amended, describes the procedures for designation and renewal of the Designated Mechanic Examiner. FAA Order 8610.5, Parachute Rigger Examiner Handbook, as amended, describes the procedures for designation and renewal of the Designated Parachute Rigger Examiner.

B. An examiner will be required to conduct oral and practical tests within the guidelines provided by the FAA. The examiner must understand the authority and limitations of the designation.

NOTE: The district office must establish a need on the part of the public for each designation issued or renewed.

7. ELIGIBILITY

A. Applicants for Designated Mechanic Examiner or Designated Parachute Rigger Examiner certificates must have the following qualifications:

- Be at least 23 years old
- Show evidence of a high level of knowledge in the subjects required by FAR Part 65 for the certification of mechanics or parachute riggers
- Have available a fixed base of operation equipped to test each subject area for the ratings authorized

B. An applicant should be personally known by inspectors of the designating district office as a person with a reputation for honesty and dependability. If this is not the case, the applicant may be recommended in writing by an FAA inspector personally acquainted with the applicant's work, standards, and integrity for at least one year.

C. An applicant for a Designated Mechanic Examiner certificate must have held a mechanic certificate for at least five years. The applicant's mechanic certificate and rating(s) must correspond to the examiner designation(s) sought.

(1) The applicant must have actively exercised the privileges of the mechanic certificate for the three years immediately prior to the issuance of the examiner designation.

(2) When eligible persons are not available for designation, the five year requirement may be reduced to three years if the applicant meets all other requirements and possesses above average technical qualifications.

D. The applicant for a Designated Parachute Rigger Examiner certificate must have held a master parachute rigger certificate for at least two years. The applicant must have actively exercised the privileges of the rigger certificate for at least the two years immediately prior to issuance of the examiner designation.

9. ORIENTATION AND STANDARDIZATION

A. Candidates for initial designation must successfully complete a Maintenance Airman Examiner Standardization Course prior to the issuance of the designation.

(1) Inspectors who have never held a Designated Mechanic Examiner certificate should attend the Maintenance Airman Examiner Standardization Course at the first opportunity.

(2) The regional Flight Standards Division Manager may authorize the designation pending successful completion of the first available course.

B. Examiners must successfully complete a Maintenance Airman Examiner Standardization Recurrent Course every other year or their designations will be cancelled.

(1) The district office must schedule each examiner for the course once every two years at the time of renewal. If necessary, the supervising district office may extend the two year recurrent training requirement.

(2) FAA Airworthiness Inspectors are expected to attend the course(s) with their assigned examiners.

11. FIXED BASE OF OPERATION. Each examiner must have available a fixed base of operation equipped to exercise the authority of the designation.

A. The equipment and materials provided must be adequate for an airman applicant to demonstrate the knowledge and skills required for the rating sought. Equipment and materials may be evaluated by selecting random projects in each subject area from the oral and practical test guide. If the examiner cannot test in each subject area or if the range of possible projects in any subject area is too restrictive, the examiner's equipment and materials will be considered inadequate.

B. Airworthy aircraft, other aircraft, aircraft subassemblies, operational mockups, and other aids may be used for testing airman applicants.

C. Tools, equipment, materials, and necessary apparatus required to complete a project assignment must be the type recommended by aircraft manufacturers or accepted in the aviation industry.

D. The examiner will be required by the designating district office to report any significant change in the equipment or materials available to test applicants.

13. PRIVILEGES AND LIMITATIONS

A. A designated examiner is authorized to do the following:

- Accept applications and conduct oral and practical tests appropriate to the examiner's Certificate of Authority
- Charge a reasonable fee for services and materials. The amount of the fee and the conditions required for passing the tests should be clearly understood.

- Issue initial/original FAA Form 8060-4, Temporary Airman Certificate, unless otherwise directed by the designating district office

B. A designated examiner shall NOT do the following:

- Conduct tests at locations other than the base of operations, unless authorized by the supervising FAA district office
- Conduct or monitor any portion of FAA airman written tests while also conducting the oral/practical tests, unless authorized in writing by the district office
- Endorse, amend, alter, or issue any permanent airman certificate
- Reissue an expired temporary airman certificate
- Conduct oral and practical tests simultaneously with more than two applicants unless authorized by the FAA district office
- Combine teaching with testing of an applicant
- Conduct oral and practical tests without proof of the applicant's eligibility as required by FAR Part 65

C. Designated Mechanic Examiners wanting to administer oral and practical tests outside the geographical area of their designating district office must first accomplish the following:

- Request permission in writing from both the designating district office and the office(s) where the tests will be conducted
- Provide these offices with written notification of the date(s) and address(es) of the testing site(s)
- Make the request so that the designating district office has sufficient time to evaluate the proposal
- Provide evidence to the receiving district office that the temporary test site has adequate facilities, equipment, and materials for testing applicants for the ratings sought

D. When permission is granted for an examiner to administer oral and practical tests in the area of jurisdiction

of another district office, the examiner then comes under the jurisdiction of that office. Certification files must be submitted to the jurisdictional district office. Requests for testing outside the designated mechanic examiner's regional geographic area will be denied.

15. RENEWAL

A. All designations expire on October 31 every year. The designation will be renewed when the district office determines the need for the designation still exists and the examiner meets the requirements for renewal.

B. An annual meeting of designated examiners shall be held by each district office to discuss examiner procedures and problems. This meeting may be held in conjunction with the Biennial Maintenance Airman Examiner Standardization Course conducted by AVN-144.

C. A renewal file presented by the designee must include a FAA Form 8430-9, Certificate of Authority, and a record of all oral and practical tests conducted since the issuance or last renewal of designation.

17. VOLUNTARY SURRENDER OR CANCELLATION OF DESIGNATION

A. Voluntary surrender of an examiner's designation shall be treated as a cancellation.

B. Designations may be cancelled for the following reasons

- The examiner no longer meets the requirements for designation
- The need for an examiner's services no longer exists
- There is evidence of malpractice or fraud
- The examiner needs constant and/or continuing assistance and guidance in order to comply with procedures and the requirements of the Federal Aviation Regulations
- The examiner shows inability to work well with applicants and/or FAA personnel
- FAA policy changes affect the examiner program
- The examiner does not attend or does not successfully complete a Maintenance Airman Examiner Standardization course required as a condition of renewal
- The supervising FAA district office determines that cancellation is appropriate (FAR § 183.15(d)(6))

NOTE: District offices should keep in mind that a cancellation of designation may be contested. Therefore, documentation of substandard performance, lack of need, or other reason for cancellation should be established prior to taking this action.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS

A. Prerequisites

- Knowledge of FAR Parts 65 and 183

B. *Coordination.* This task may require coordination with AVN-144.

3. REFERENCES, FORMS AND JOB AIDS

A. References

- FAR Parts 1, 21, 39, 43, and 91
- FAA Order 8610.4, Aviation Mechanic Examiner Handbook, as amended
- FAA Order 8610.5, Parachute Rigger Examiner Handbook, as amended

B. Forms

- FAA Form 8000-5, Certificate of Designation
- FAA Form 8110-14, Statement of Qualification

- FAA Form 8430-9, Certificate of Authority

C. *Job Aids* . None.

5. PROCEDURES

A. *Ensure the Applicant Meets the Qualifications for the Designation Sought*

B. *Determine Need for Initial/Continuing Designations.*

Evaluate the following:

- Public need for the designation
- Number of requests for the service received by the district office
- Activity levels of current designees

C. *Treat All Former Designees as Original Designations.* If the former designee has not turned in the superseded Certificate of Authority, ensure that it is returned and destroyed. Contact AVN-144 to determine whether the former designee must retake the initial course.

7. TASK OUTCOMES

A. *File PTRS Transmittal Form*

B. Complete FAA Form 8300-10, Certificate, Authorization, or Designation Action Request. Forward the original to AVN-144 and a copy to the Regional Office.

C. *Issue Designation.* Designees who are judged to be qualified should be asked to complete FAA Form 8110-14, Statement of Qualification. Designation numbers will be the same as their respective mechanic or master parachute rigger certificate numbers.

(1) The designee and the issuing inspector should each sign FAA Form 8430-9, Certificate of Authority.

Enter the jurisdictional district office number on the reverse side.

NOTE: All designations expire on October 31 of each year. Those made in October will expire the following year.

(2) Issue FAA Form 8000-5, Certificate of Designation. This certificate may be issued for display purposes.

(3) An examiner may be designated to serve outside the United States, provided such designation will serve U. S. citizens abroad and the examiner's activities can be properly supervised by the designating FAA office. Certification limitations may be placed on the examiner as provided by current FAA policy regarding certification of airmen outside the United States.

9. FUTURE ACTIVITIES

A. Provide examiners with the publications necessary to perform their duties.

B. *Cancellation or Voluntary Surrender of Examiner Designation.* Treat voluntary surrender as a cancellation. When cancellation becomes necessary, notify the designee in writing. Request surrender of FAA Form 8430-9, Certificate of Authority, and return of all supplies and documents furnished by the FAA.

(1) If the cancellation is based on deficient performance or the actions of the examiner, give the examiner an opportunity to discuss the problems with the district office. Ensure the items for proof are maintained in a file for future reference.

(2) Notify the examiner that cancellation is effective upon receipt of the written notice. The letter of cancellation may also contain a statement thanking the examiner for services rendered.

(3) Unless the supervising district office decides otherwise, allow the examiner to retain FAA Form 8000-5, Certificate of Designation.